

the GTR must punch all information in fields 1-20 as specified below. Fields 21-25 are for optional use by carriers. No other card fields may be used.

Fields	Information
1 to 5	Carrier's code number as published in the Continental Directory of Standard Carrier Alpha Codes (SCAC) and Standard Tariff Agents Codes. Inquiries shall be addressed to the NMFTA Tariff Research Section, ATA Building, 1616 P Street NW., Washington, DC 20036.
6 to 10	Carrier's bill number.
11 to 18	Total amount of transportation charges.
19 to 20	Federal account (appropriation) symbol. (To be obtained from the Department of the Treasury annual publication "Federal Account Symbols and Titles.")
21 to 25	Carrier's optional in-house code.

§ 101-41.214-4 Carrier notations on GTR's.

Unnecessary notations should not be inserted on the GTR during audit by the carrier since it is essential that the GTR show transactions only between travelers and carrier agents. This should not be construed, however, as prohibiting mechanized interpretation in the designated spaces of the GTR or other desirable information notations.

§ 101-41.214-5 Preparation of carrier billing form.

(a) Instructions for the preparation of Standard Form 1113, Public Voucher for Transportation Charges, are furnished in the GSA guide "How to Prepare and Process U.S. Government Transportation Requests" (national stock number 7610-01-038-1389). Agencies may obtain this guide by submitting a requisition in FEDSTRIP/MILSTRIP format to the GSA regional office providing support to the requesting activity. Copies are also available from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402.

(b) The billing carrier shall list the serial numbers of all accompanying GTR's on the face of the SF 1113, show the charge applicable to each GTR in the amount column, and complete the column with the total charge. As many GTR's as may be itemized in a single column shall be included on the SF 1113 when the charges are being billed to the same office; however, billings for air excess baggage charges shall be

restricted to no more than three GTR's per SF 1113.

(c) The carrier shall complete the "Payee's Certificate" section of the voucher. Carriers may use a machine-typed name of the carrier's certifying official, provided the machine-typed official's name is initialed by a duly authorized person; or carriers may use a facsimile signature of the carrier's certifying official, as authorized by that official. The carrier shall complete the tear-off portion of the SF 1113 and shall not substitute a memorandum copy (SF 1113-A) for the tear-off portion.

(d) An agency shall not require a carrier to furnish more than one memorandum copy (SF 1113-A).

(e) Each carrier shall insert in the appropriate block on SF 1113 (and SF 1113-A), the Standard Carrier Alpha Code (SCAC) assigned to that carrier in the National Motor Freight Traffic Association, Inc., Agent, Directory of Standard Multi-Modal Carrier and Tariff Agents Codes (SCAC and STAC), ICC NMF 101-C, applicable supplements thereto, or subsequent reissues thereof.

(31 U.S.C. 244 and sec. 205(c), 63 Stat. 390; 40 U.S.C. 486(c))

[42 FR 36672, July 15, 1977, as amended at 46 FR 42663, Aug. 24, 1981; 48 FR 10317, Mar. 11, 1983]

§ 101-41.214-6 Submission of carrier bill with supporting data.

GTR's being submitted for payment and any appropriately referenced documentation shall be placed in an envelope which shall be securely attached to the covering SF 1113. GTR's must not be folded, stapled, spindled, or mutilated.

§ 101-41.214-7 Cross-reference on billings for additional or supplemental services.

Vouchers supported by GTR's which extend or supplement services covered by other GTR's shall be endorsed by the paying office or issuing agency to show the disbursing office (D.O.) voucher number, date of payment, and D.O. symbol number of the prior payment Vouchers covering air excess baggage charges need not be so endorsed.